

Washington
Military
Department



Emergency
Management
Division

Effective Date: July 1, 2011

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E911 SALARIES AND BENEFITS POLICY

Cancels all previous E911 Salaries and Benefits Policies

See Also:

WAC 118-66

E911 Auxiliary Generator Support Policy

E911 Call Detail Recorder Support Policy

E911 Clock Synchronizer Support Policy

E911 Computer Aided Dispatch (CAD) Policy

E911 County Contracts Policy

E911 County Regionalization Contract Policy

E911 Logging/Voice Recorder support Policy

E911 PSAP Mapping Support Policy

E911 Customer Premises Equipment (CPE) /Telephone System
Support Policy

E911 Uninterruptible Power Supply (UPS) Support Policy

E911 Washington State Patrol Policy

Salaries and Benefits

This policy applies to counties/Washington State Patrol (WSP) that have entered into a contract with the State E911 Office.

1. Reimbursements

All salary and benefit requests must be submitted on state provided Salary and Benefits forms and must include employee name, position title, warrant number and/or payroll document/tracking number, date of warrant and/or payroll document/tracking, and the amount of request broken out by regular and overtime expenses.

The State Office may request additional documentation to support reimbursement request(s).

2. Statewide Services (Coordinator Professional Development) Section of Contracts

- a. Statewide services benefit all counties/WSP. The following salaries and benefits are part of the Coordinator Professional Development series reimbursed through contracts:

I. Public Education Coordinator – Line Item **CPD3**

- This line item is capped at **\$5,000** (per fiscal year) can be used for materials, supplies, training, travel and/or salary for the 911 Public Education Coordinator and other primary PSAP/E911 Office staff that assist with public education efforts. Regular and overtime salaries are eligible. Backfill is not under this line item.

II. 911 Salaries and Benefits and Training – Line Item CPD4

- This line item is capped at **\$13,500** (per fiscal year) and can be used for salaries and benefits for the MSAG Coordinator, GIS/Mapping Administrator and/or Information Technology (IT) Coordinator regular and overtime. Backfill is not eligible under this line item.
- Regionalization Contracts, only the host county is eligible to claim IT Coordinator salary/benefits and/or training.

3. Operations Section of County Contracts

- a. Counties are reimbursed for the following salaries and benefits under the Operations Section of the contract.
- b. For part time and/or those that spend less than 50 percent of their time working an eligible position, must have documented time spent and only request actual time spent doing those duties.
- c. Equipment maintenance funds may also be used for salary/benefits for IT Coordinator and should be claimed under each specific equipment maintenance line item. See Equipment policies for further details.

I. 911 Coordinator – Line Item S4

- This line item is capped at **\$63,807** (per fiscal year) and cannot be used for backfill or overtime. Person must be appointed/assigned by County as the 911 Coordinator.

II. MSAG/Mapping/GIS Coordinator – Line Item S5

- This line item is capped at **\$57,090** (per fiscal year) and can be claimed for regular and overtime salary/benefits. Backfill is not eligible. Person(s) must be someone other than the 911 Coordinator.

III. Information Technology (IT) Coordinator – Line Item S6

- This line item is capped at **\$27,014** (per fiscal year) and can be claimed for regular and overtime salaries/benefits. Backfill is not eligible. Person(s) must be someone other than the 911 Coordinator.
- Regionalization contracts, only the host county is eligible to claim IT Coordinator.

IV. 911 Call Receiver Salary and Benefits – Line Item S7

- County Contracts - this line item is capped at **\$275,000** (per fiscal year) and can be used for regular, overtime and backfill salaries and benefits. Call Receiver is defined as a person(s) whose primary function or at least 50 percent of their time is sitting at a console, hired, trained and prepared to answer incoming 911 calls. This line item includes part time and full time call receivers.
- Regionalization Contracts – this line item is capped at **\$275,000 per county** (per fiscal year) that is part of the regionalized center and only the host county is eligible to claim this line item. *Example: County A & B are regionalized. County A is the host county. County A is eligible for \$275,000 for A and an additional \$275,000 for*

County B. Total Call Receiver Salary for County A, as the "Host County", would be \$550,000. County B is not eligible for call receiver salaries since they are considered a "non-host" county.

V. Public Education Coordinator – Line Item S8

- This line item is capped at **\$7,273** (per fiscal year) and can be used for regular and overtime salary/benefits. Backfill is not eligible. Person(s) must be someone other than the 911 Coordinator.

VI. Training Coordinator – Line Item S9

- This line item is capped at **\$7,273** (per fiscal year) and can be used for regular and overtime salary/benefits. Backfill is not eligible. Person(s) must be someone other than the 911 Coordinator.
- Regionalization contracts, only the Host County is eligible to claim this line item.

4. Operations Section of Washington State Patrol Contract

- Washington State Patrol (WSP) is reimbursed for the following salaries and benefits under the Operations Section of the contract.
 - For part time and/or those that spend less than 50 percent of their time working an eligible position, must have documented time spent and only request actual time spent doing those duties.
 - Equipment maintenance funds may also be used for salary/benefits for IT Coordinator and should be claimed under each specific equipment maintenance line item. See Equipment policies for further details.
- I. 911 Coordinator – Line Item S4
- This line item is capped at **\$63,807** (per fiscal year) and cannot be used for backfill or overtime. Person must be appointed/assigned by WSP as the 911 Coordinator.

Approved by:


Kurt Hardin, Acting State E911 Administrator